

## Hello Child Care Vendors,

Do you have questions about ATTENDANCE?

Looking for details about your last PAYMENT?

The VaECC Vendor Web Portal has a new feature designed to help!

It's a FAST, EASY way to check attendance and payment details.

## Need Help?

Call the Xerox Vendor Help Desk: **1-877-918-2776**

Check out the **VaECC Vendor Portal User Guide** at <http://www.dss.virginia.gov/family/cc/assistance.cgi>.

## FOLLOW THESE STEPS:

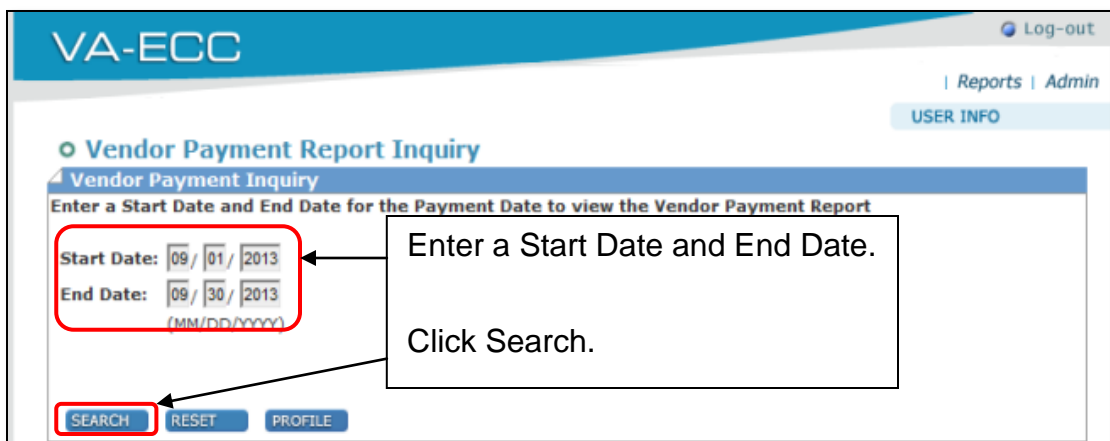
1. Go to the Vendor Portal at [www.vaecc.org/eccpw](http://www.vaecc.org/eccpw).
2. Login with your User ID (your vendor number) and password (zip code of your child care program plus your FIPS code).

3. Roll your mouse over Reports and click on the Vendor Payment Report link.

**TIP:** Links are in blue text.



4. What dates would you like to check? Enter a date range to search for Payment Reports.



5. Now you have a list of Payment Dates. (In this example, there is only one Payment Date.) Click DETAILS next to the date you need.

VA-ECC

Log-out

Reports | Admin

USER INFO

Vendor Payment Report

Vendor Payment Search Results

Payment Date

09/17/2013

DETAILS

Click DETAILS.

SEARCH PROFILE

6. This is a payment summary for the date you selected. Click on the Payment Subtotal link.

VA-ECC

Log-out

Reports | Admin

Vendor Payment Report Inquiry

Child Payment Report Inquiry

Vendor - Payment Summary

Vendor Profile

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249		
Vendor Level:	1	City/State:	James City, VA
Vendor Type:	UNREGDF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)456-1233	Contact Name:	
License #:		Contact Phone #:	
License End Date:	12/31/9999		

Vendor - Payment Summary

Payment Date: 09/17/2013

Payment ID: 410001138

Payment Status: Issued

Attendance Amount:	\$228.00
Absence Amount:	\$0.00
Holiday Amount:	\$0.00
Registration Fee Amount:	\$0.00
Adjustment Amount:	\$0.00
Copay Amount:	\$0.00
<b>Payment Subtotal:</b>	<b>\$228.00</b>
Vendor Withholding Amount:	\$0.00
Tax Amount:	\$0.00
<b>Adjustments Subtotal:</b>	<b>\$0.00</b>
<b>Total Payment Amount:</b>	<b>\$228.00</b>

Click on the Payment Subtotal link for more detailed information.

PROFILE

7. This screen displays totals for each case in the payment.  
Click on the Total Amount link for the case you want to check.

**Vendor - Case Payment Details**

**Vendor Profile**

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249		
Vendor Level:	1	City/State:	James City, VA
Vendor Type:	UNREGDF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)456-1233	Contact Name:	
License #:		Contact Phone #:	
License End Date:	12/31/9999		

**Vendor Case Payment Details**

Payment Date: 09/17/2013  
Payment ID: 410001138

Navigation: [Icons] 20 [Icons]

Case Name	Service Month	Case #	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
Smith, Julie	08/2013	112031339	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00

Results 1 - 1 of 1.

Total Payment Amount: \$228.00

SUMMARY PROFILE

Click on the Total Amount link for the case you want to check.

8. This screen displays totals for each authorization included in the payment.  
Click on the link under Paid Units FD / PD.

**Vendor - Authorization Payment Details**

**Vendor Profile**

Vendor Information		Address Information	
Vendor Name:	Little Angels	Address:	7845 Heavenly Corner
Vendor ID:	510001249		
Vendor Level:	1	City/State:	James City, VA
Vendor Type:	UNREGDF	ZIP:	23185
Vendor FIPS:	095-James City County	Email:	
Vendor Phone #:	(757)456-1233	Contact Name:	
License #:		Contact Phone #:	
License End Date:	12/31/9999		

**Vendor Authorization Payment Details**

Payment Date: 09/17/2013  
Payment ID: 410001138

Case #: 112031339  
Case Name: Smith, Julie

Service Month: 08/2013

Navigation: [Icons] 20 [Icons]

Child Name	Case FIPS	Paid Units FD / PD	Attendance Amount	Absence Amount	Holiday Amount	Reg Fee Amount	Adjustment Amount	Copay Amount	Total Amount
Sergey, Teigan	015 - Augusta County	8 / 7	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00

Results 1 - 1 of 1.

Case Payment Amount: \$228.00

SUMMARY PROFILE

Click the link under Paid Units FD / PD for attendance details.

9. Now you can see attendance details for a specific child on each date the child was in care.

This enables you to check the dates the child was in care, and Full Day / Part Day Units used.

This information is great for tracking attendance and payments!

**Vendor - Authorization Payment Attendance Details**

**Vendor Profile**

**Vendor Information**

**Vendor Name:** Little Angels  
**Vendor ID:** 510001249  
**Vendor Level:** 1  
**Vendor Type:** UNREGDF  
**Vendor FIPS:** 095-James City County  
**Vendor Phone #:** (757)456-1233  
**License #:**  
**License End Date:** 12/31/9999

**Address Information**  
**Address:** 7845 Heavenly Corner  
**City/State:** James City,VA  
**ZIP:** 23185  
**Email:**  
**Contact Name:**  
**Contact Phone #:**

**Authorization Attendance Details**

**Payment Date:** 09/17/2013  
**Payment ID:** 410001138

**Case #:** 112031339  
**Case Name:** Smith, Julie

**Service Month:** 08/2013  
**Child Name:** Sergey, Teigan

20

Auth ID	Transaction Date	Attendance Type	Full Day Units	Part Day Units	Duration (HH:MM)
310008799	08/01/2013	MT Manual Attendance	1	0	
310008799	08/02/2013	MT Manual Attendance	0	1	
310008799	08/03/2013	MT Manual Attendance	1	0	
310008799	08/04/2013	MT Manual Attendance	0	1	
310008799	08/05/2013	MT Manual Attendance	1	0	
310008799	08/06/2013	MT Manual Attendance	0	1	
310008799	08/07/2013	MT Manual Attendance	1	0	
310008799	08/08/2013	MT Manual Attendance	0	1	
310008799	08/09/2013	MT Manual Attendance	1	0	
310008799	08/10/2013	MT Manual Attendance	0	1	
310008799	08/11/2013	MT Manual Attendance	1	0	
310008799	08/12/2013	MT Manual Attendance	0	1	
310008799	08/13/2013	MT Manual Attendance	1	0	
310008799	08/14/2013	MT Manual Attendance	1	0	
310008799	08/15/2013	MT Manual Attendance	0	1	

Results 1 - 15 of 15.

SUMMARY

PROFILE

Check out the attendance details for each transaction date included in the payment.

Review the Full Day and Part Day Units used.

*Note:* Typically the Attendance Type is RT Regular Attendance. This enables you to see the duration of care used each day. This is based on Check In / Check Out transactions on the ECC card.

## Need Help?

Call the Xerox Vendor Help Desk: **1-877-918-2776**

Check out the **VaECC Vendor Portal User Guide** at <http://www.dss.virginia.gov/family/cc/assistance.cgi>.